

BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR OF ACCOUNTING
AND GENERAL SERVICES

Dec 16 9 42 AM '99



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

RAYMOND H. SATO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

DEC 15 1999

COMPTROLLER'S MEMORANDUM 1999-43

TO: Heads of Departments

SUBJECT: Year 2000 Contingency Plan for FAMIS

In our efforts to minimize any impact to vendors who do business with the State, we issued Comptroller's Memorandum 1999-31 that requested departments to expedite processing of vendor payments at year-end. To further ensure that our vendors are not impacted, departments will be permitted to utilize their petty cash funds to make vendor payments under \$1,000 in the event we encounter extended system interruption. Departments will be notified when they can begin using their petty cash funds.

Departments will be provided additional petty cash funds if this plan is implemented. Existing procedures should be utilized when replenishing funds as well as when returning these advances to the state treasury. Departments should ensure that they have sufficient quantities of petty cash checks on hand.

Should there be any questions, please have your staff call Wayne Horie of our Accounting Division at 586-0600.

A handwritten signature in cursive script, reading "Raymond H. Sato".
RAYMOND H. SATO
State Comptroller